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PART I

IMPORTANT GOVERNMENT ORDERS

CHIEF SECRETARIAT

Issues further instructions for the Compilation of the Annual Census of Government Employees as on 31st March 1969.

OFFICIAL MEMORANDUM.

REFERENCE :—

Official Memorandum No. GAD 1 OCG 68, dated 27th January 1968.

No. GAD 3 DMS 69, BANGALORE, DATED THE 18TH JANUARY 1969.

Attention of all the Heads of Departments is invited to Official Memorandum No. GAD 1 OCG 68, dated 27th January 1968, issuing instructions for the collection of information in connection with the Annual Census of Government Employees as on 31st March 1968. It is proposed to conduct a census of all employees of Government of Mysore as on 31st March 1969. Therefore, the Heads of Departments are requested to take necessary action to furnish the information in respect of their offices and from their subordinate offices in the prescribed *pro formae* to the Director, Bureau of Economics and Statistics in Mysore, Bangalore, *on or before 10th May 1969 by registered post acknowledgement due.*

2. A copy each of the detailed instructions for filling the forms and the amended form I and II are appended herewith. The general instructions contained in the Official Memorandum should also be borne in mind while preparing the statement.

3. The following further instructions are issued for the compilation of the Annual Census as on 31st March 1969.

(i) *The detailed instructions for the compilation of Statement in form I and II should be strictly followed and care should be taken to see that only the forms printed for the present census is to be used and that no column is left blank.*

(ii) The forms in which the information has to be furnished are more or less the same as those of last year, but the procedure to forward it is slightly different.

(iii) Instead of forwarding the returns directly to the Director, Bureau of Economics and Statistics, the District and Divisional level Officers should send the information in form I pertaining to his office as well as his subordinate offices to their respective Heads of Departments, who in turn should send the same including the form I of his own office and form II for whole of the Department to the Director, Bureau of Economics and Statistics in Mysore, Bangalore.

(iv) Every Head of Department should designate either the Headquarter Assistant or any other officers of his Department as census officer, who should be made responsible to collect the required number of forms from the Director of Printing, Stationery and Publications in Mysore, Bangalore, and to distribute the same among the subordinate officers in time. He should also collect the returns from all his subordinate officers in form I and send the same along with form I of the Head Office to the Director, Bureau of Economics and Statistics in Mysore, Bangalore, on or before 10th May 1969.

He should also enclose a list showing the names of all the subordinate offices of his department, so that receipt of the required information could be checked. Information in form II should be furnished by the Head of Department for whole of his department. In the case of the Mysore Government Secretariat employees, the General Administration Department (Miscellaneous, Services and Administration) will prepare the statement for all the non-gazetted as well as gazetted officers separately in two parts as follows :—

1. General Administration Department (Services B) in respect of Secretariat Gazetted Officers, General Administration Department (Miscellaneous) in respect of Section Officers.
2. General Administration Department (Administration A) in respect of Assistants and Junior Assistants.
3. General Administration Department (Administration B) in respect of all other non-gazetted employees in the Secretariat excluding Class IV employees.
4. General Administration Department (Executive) in respect of all Class IV employees of the Secretariat.

The several sections as indicated above of the General Administration Department will prepare the statements and forward them to the Director, Bureau of Economics and Statistics, on or before 10th May 1969. In the pay bill for the month of May 1969 encashable on 1st June 1969 the disbursing officers at State Headquarters or the Under Secretaries concerned should enclose *the certificate issued by the Director, Bureau of Economics and Statistics in Mysore, Bangalore, of the fact of having received the returns pertaining to census of Government employees as on 31st March 1969.*

(v) Instructions are being separately issued by the Finance Department to the Treasuries not to pass the pay bill in absence of the above certificate and also to keep a record of the same for future reference, whenever necessary.

(vi) The Director, Bureau of Economics and Statistics, will take separate action to compile the Annual Census of all the employees in Government Industrial Undertakings/Statutory Boards/Corporations/Institutions.

(vii) The Director of Printing and Stationery is requested to print the required number of copies of forms I and II and of the instructions enclosed herewith immediately and distribute the same to the various Heads of Departments on indent according to their requirements. *The supplies have to be collected from the Government Press and arrangements made by Heads of Departments to ensure that supplies are made to their subordinate offices.*

1. Form No. I 80,000
2. Form No. II 300
3. Instructions . 15,000

(viii) If any Heads of Departments require more number of forms they should obtain them from the Director of Printing, Stationery and Publications and the latter should stock extra copies for meeting the demands.

B. R. DEEN DAYAL,

Deputy Secretary to Government,
General Administration Department (Gen.)

ANNEXURE

Instructions for the preparation of the Statements (in Form I and Form II) relating to the Census of Government Employees as on 31st March 1969.

1. GENERAL

(i) Each office should furnish the information relating to the census of Government employees as on 31st March 1969 in Form I whereas each Head of Department should furnish the required information in two Forms, *viz.*, Form I and Form II. In Form I the particulars relating to all regular employees (both part-time and full-time) working in the office on 31st March 1969 (those who are on leave of all kinds or under suspension as on 31st March 1969 and substitutes are also to be included but those in foreign service are to be excluded). The information in respect of vacant posts should also be furnished only against columns 1 to 8, writing the word '*vacant*' in column 2. The statement in Form I should be prepared in two parts, one for gazetted employees (including those on leave or under suspension) and vacant gazetted posts and another for non-gazetted employees (including those on leave or under suspension) and vacant non-gazetted posts.

(ii) Total sanctioned strength of posts as on 31st March 1969 should be given against item 1 of Form II under the break up of permanent and temporary posts for each category of post separately. For Class IV employees information regarding sweepers and scavengers should be given separately in columns 5 and 6. The number of posts actually filled in on 31st March 1969 should be recorded against item 2 while the number of posts subsequently vacant should be recorded against item 3. The number of officials who are either on leave (other than casual leave) or under suspension as on 31st March 1969 should be given against item 4. The number of officials working against either leave or suspension vacancies (*i.e.* substitutes) under different classes of appointment, *viz.*, Class I, Class II, etc., should be recorded against item 5.

(iii) Against items 6 to 8 the particulars of vacancies (including those reserved for Scheduled Castes/Scheduled Tribes) occurred during the year ending 31st March 1969 should be given. Total number of vacancies that have occurred during the year, total number of vacancies notified to Employment Exchange for applicants and total number of vacancies filled in through the Employment Exchange, P. S. C., S. L. R. C. etc., and other sources should be given against items 6, 7 and 8 respectively. Against items 9 and 11 the number of vacancies reserved for Scheduled Castes/Scheduled Tribes, occurred during the year should be given for permanent/temporary posts separately. Against items 10 and 12 the number of appointments made during the year against reserved vacancies at 9 and 11 are to be recorded for permanent and temporary posts separately.

(iv) To start with, the name of the Department, the name of the office and its particulars of location should be clearly and neatly written in the space provided in Form I and Form II. Each page of Form I should be serially numbered and the location particulars written on each page. *There will be only one page of Form II for whole of the Department which should be filled by the Head of Department.*

(v) All entries should be made in ink only. *The statement should be prepared only in the prescribed form printed for the census of employees as on 31st March 1969. Statement furnished in any other form will not be taken into consideration.*

2. FORM-I

(i) *Column 1.*—The employees should be serially numbered and vacant posts should be numbered separately.

(ii) *Column 2.*—The name of each official who is working in the office as on 31st March 1969 including those who are on leave or under suspension and also substitutes should be written one below the other serially. The particulars of the post held by the official should be given under columns 3 to 8 and the particulars relating to the employees against columns 9 to 22.

In case of a vacant post write the word "Vacant" under column 2. The particulars of all the employees should be filled in 1st and then the particulars of vacant posts should be given. *The particulars of vacant posts should be given under columns 3 to 8 and the rests are to be left blank.*

In case of a post held on an "Ex-officio" basis the word "Ex-officio" should be written in column 2. *The particulars of such a post should be furnished under columns 3 to 8 and the rest of the columns should be left blank.*

(iii) *Column 3.*—Designation of post self-explanatory.

(iv) *Column 4.*—Write full time or part time according as its incumbent is appointed on full time or part time basis.

(v) *Column 5.*—Classes of post-write Class I, II, III and IV as the case may be.

(vi) *Column 6.*—Write "Permanent" or "Temporary" according as the post is permanent or temporary (as per the definitions of M. C. S. Rs.)

(vii) *Column 7.*—Nature of work of posts: For Class IV post the word "Class IV" should be written. And for the rest write 'MN' for ministerial, 'AE' for Administrative-*cum*-Executive, 'TL' for Technical as the case may be as per the following classification.

(*a*) *Administrative*-cum-*Executive.*—All non-technical and non-ministerial officers, Secretaries to Government, etc., Deputy Commissioners, Assistant Commissioners, Directors and Deputy and Assistant Directors (of non-technical departments), Managers, Superintendents, Deputy Superintendents, all kinds of Inspectors, Sub-Inspectors, Accounts Officers, Assistant Accounts Officers, Land Acquisition Officers, Establishment Officers, Electrical Inspectors, Stock Verifiers, Traffic Officers, Officers on Special Duty Superintendents, Sub-Registrars, Financial Advisers, Supervisors, Sanitary Supervisors, Labour Welfare Officers, Assistant Commissioners of Labour, Commercial Tax and Assistant Commercial Tax Officers, Revenue Inspectors and Tahsildars and Deputy Tahsildars, Treasury and Sub-Treasury Officers and other posts of similar nature.

(*b*) *Technical* (*Professional and related work*).—Architects, Engineers, Surveyors, Overseers, Chemists, Physicists and other Physical Scientists, Biologists, Veterinaries, Agronomists, Animal Scientist, Veterinary Surgeons, Surgeons, Physicians, all specialists Doctors, Nurses, Midwifes, Helath visitors, Nursing attendants, Vaccinators, Physiotherapists, Opticians, Medical and Health Technicians, Laboratory Assistants, Principals, Professors, Teachers and Lecturers, Judges and Magistrates, Legal Practitioners and Advisers, Law Assistants, Jurists, Economists, Statisticians, Auditors, Historians, Interpreters, Language Specialists, Painters, Decorators, Artists, Modellers, Actors, Musicians, Writers, Translators, Draftsman,

Tracers, Librarians, Dispensers, Compounders, Public Prosecutors, Research Assistants, Analysis, Demonstrators, Foreman, Cable Jointer, Technical staff of the Printing Press, Editors, Journalists and other posts of similar nature.

(*c*) *Ministerial.*—Assistants, I and II Division Clerks, Accounts Clerks, Stenographers, Steno-Typists, Cashiers, Store-Keepers and Typists.

(*viii*) *Column 8.*—Write I or II or III or IV according as the post is sanctioned under a Scheme of the I, II, III or IV Five Year Plan. If the post is not sanctioned under the Scheme of any of the plans write "No".

(*ix*) *Column 9.*—Write the word "PM" or "TE" or "LO" according as the employee is a permanent/temporary or local candidate. A permanent employee is one who holds a lien on any permanent post under Mysore Government. He may not be permanent on his present post, *viz.*, that in column 2. A temporary employee is one who does not hold a lien on any permanent post and who is not a local candidate. But a local candidate is purely a temporary employee appointed through Employment Exchange or locally and not regularly recruited as per rules of recruitment through Public Service Commission or the appropriate recruitment Committee.

(*x*) *Column 10.* —Write how the incumbent holds the present post.—

(*a*) By promotion

(*b*) Through P.S.C.

(*c*) Through Employment Exchange

(*d*) Other sources (Please specify).

(*xi*) *Column 11.*—Basic pay in Rs. as on 31st March 1969 should be furnished.

(*xii*) *Column 12.*—Total emoluments including basic pay and all other allowances as on 31st March 1969 excluding F.T.A. and Conveyance Allowance.

(*xiii*) *Column 13.*—Write 'M' for male and 'F' for female employees.

(*xiv*) *Column 14.*—Write whether the employee is single, married, widow, widower, etc., as the case may be.

(*xv*) *Column 15.*—Age in completed years as on 31st March 1969 should be furnished; for example, if an employee is 28 years and 11 months old as on 31st March 1969 his age should be given as 28 years ignoring all fractions of a year.

(*xvi*) *Column 16.*—Write here the district of birth of the employee concerned, in case the district belongs to the present Mysore State. In other cases the name of the State in which the employee was born should be mentioned.

(*xvii*) *Column 17.*—Religion : write any of the following which is applicable : (i) Hindu (ii) Muslim (iii) Indian Christian (iv) Anglo-Indians (v) Jains (vi) Buddhist (vii) Others (specify).

(*xviii*) *Column 18.*—Verify with the list of Scheduled Castes and Scheduled Tribes and after finding the caste furnished by the official in the list write Scheduled Caste or Scheduled Tribe. In other cases write 'No'.

(*xix*) *Column 19.*—Mother tongue—self-explanatory.

(*xx*) *Column 20.*—Qualification of the employee, the highest degree or certificate obtained by the employee or standard upto which studied should be mentioned. IAS or IPS, etc., should also be mentioned.

(*xxi*) *Columns 21 and 22.*—If the employee knows speaking, reading and writing (all the three) Kannada and Hindi write, Yes Otherwise 'write' 'No' in Column 21 and 22 respectively.

3. FORM-II

This form has to be filled by Heads of Departments only

To begin with the particulars relating to the name of the Department, Location and Place should be invariably filled.

(i) Against item 1 (i) write the number of permanent posts sanctioned (for whole of the Department) as on 31st March 1969 under different categories of posts, *i.e.*, Class I, II, III and IV (Sweepers and Scavengers separately). A permanent post is one which is sanctioned for an unlimited time. Against item 1 (ii) corresponding figures for temporary posts should be written. A temporary post is one which is sanctioned for a limited period of time.

(ii) Items 2 and 3 have a corresponding meaning as in (i).

(iii) Against item (4) write the number of officials on leave (other than Casual leave) or under suspension under the various categories.

(iv) Against item 5, write the number of class I, II, III and IV officers who are working against leave or suspension vacancies as on 31st March 1969.

(v) Please see para (iii) under general instructions to fill the items 6 to 12. All the vacancies occurred during the year ending 31st March 1969, should be accounted in this section.

FORM–I

Name of the Department — *Relates to Regular Establishment only* — Location of Office

Name of the Office — CENSUS OF GOVERNMENT EMPLOYEES AS ON 31ST MARCH 1969 (MYSORE STATE), — Place

Gazetted/Non-Gazetted — Taluk

(Strike out whichever is inapplicable) — District

Note.—Please go through the detailed list of instructions before filling in this *proforma*

Serial No.	Name of the Employee	Designation of the post held	Part time/Full time	Class of Post	Whether permanent or temporary post	Nature of work/post	Is the post sanctioned under a Scheme during I II, III or IV Five Year Plan	Whether the official is permanent or temporary or local candidate	How appointed to the present post	Basic pay in Rs. as on 31st March 1969	Total emoluments in Rs. as on 31st March 1969	Sex	Marital status	Age last birthday	District of birth	Religion	If Scheduled caste or Scheduled Tribe indicate as such	Mother tongue	Qualifications	Whether the employee can speak, read and write (all the three)	
																				Kannada	Hindi
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

1. *In Column 5*—Write I, II, III or IV as the case may be.
2. *In Column 7*—Write AE for Administrative *cum* Executive type of work, TL for Technical work, MN for ministerial work and IV for Class IV.
3. *In Column 8*—Write I, II, III or IV according as the post is sanctioned under I, II, III or IV Plan Schemes, in other cases write 'No'.
4. *In Column 9*—Write permanent or temporary or local candidate as the case may be.

FORM II

CENSUS OF GOVERNMENT EMPLOYEES AS ON 31ST MARCH 1969

Name of the Department :

Location :

Place :

Sanctioned strength of Posts, etc., of the Department

	Gazetted		Non-gazetted		
	Class I	Class II	Class III	Class IV	
				Sweepers & Scaven-gers	Excluding Sweepers & Scavengers
1	2	3	4	5	6
1. Sanctioned strength of posts as on 31st March 1969 (i) Permanent posts (No.) (ii) Temporary posts (No.)					
2. Number of posts in (1) filled— (i) Permanent posts (ii) Temporary posts					
3. Number of posts in (1) Vacant—(i) Permanent posts (ii) Temporary posts					
4. Number of officials on leave or under suspension					
5. Number of substitutes working against leavel (other than casual leave) or suspention vacancies.					
6. Total number of vacancies occurred during the year ending 31st March 1969.					
7. Total number of vacancies notified to Employment Exchange for applicants					
8. Total number of vacancies filled in through (a) Employment Exchange (b) P.S.C., S.L.R.C. etc., (c) Other sources					
9. Number of vacancies, reserved for Scheduled Castes, occurred during the year— (i) Permanent (ii) Temporary.					

FORM II—*concld.*—

1	2	3	4	5	6
10. Number of appointments made during the year against reserved vacancies at 9— (i) Permanent (ii) Temporary.					
11. Number of vacancies reserved for Scheduled Tribes, occurred during the year.— (i) Permanent (ii) Temporary.					
12. Number of appointments made during the year against reserved vacancies at 11.— (i) Permanent (ii) Temporary.					

FINANCE SECRETARIAT

Grants Licence for conducting Gymkhana Races at Mysore during 1969.

ORDER No. FD 4 CRC 68, BANGALORE, DATED THE 30TH DECEMBER 1968.

FORM II.

Licence No. 4 of 1968. (*See* Rule 5).

Licence for Horse-Racing on a Race-Course.

Name of licensee	The Chairman and Senior Steward, Mysore Race Club Ltd.
Situation of the race-course	Race-Course Road, Mysore.
Period for which the licence is to be in force...	Gymkhana Races from 1st January 1969 to 31st March 1969 not exceeding ten meetings as indicated below :— 5th, 12th, 19th & 26th January, 1969, 2nd, 9th 16th & 23rd February 1969, 2nd and 9th March 1969.

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SYED GULAM KHAJA,
Under Secretary to Government,
Finance Department